**The Movement to Work Talent Portal**

**(powered by GetMyFirstJob and Manpower)**

**INTRODUCTION**

Following a successful pilot for our online Talent Platform, Movement to Work is now able to make this available across all our members and delivery partners.

The new platform offers a quick and easy way to match young people with work placement opportunities. As well as appearing on our [Movement to Work placements page](https://placements.movementtowork.com/) all placements will appear on [GetMyFirstJob](https://www.getmyfirstjob.co.uk/). In a typical month GetMyFirstJob received c.100,000 visits, predominantly from those under 25 and features the lowest bounce rate, highest time on site and pages visited of the non-government portals. The technology behind the platform allows us to ‘bulk upload’ opportunities and to promote them via customised web feeds.

This is a great opportunity to extend the reach for your work placements and to boost your ability to bring fresh new talent into your organisations.

**WHAT WE NEED FROM YOU (AND WHEN)**

For each type of placement that you offer we need you to:

1. Complete the [Placement Template](#bookmark=id.gjdgxs) to include information about your placements to share via the Talent Platform (there’s an example you can follow in the [Appendix](#bookmark=id.3znysh7)).
2. Complete the [Placement Forecast table](#bookmark=id.30j0zll) (also below) to confirm the dates for advertising and running your placements.
3. Send your completed placement template and placement forecast to the Manpower Movement to Work Team to upload to the platform.
4. Send any new dates for your work placements to the Manpower team whenever you confirm them using the placement forecast table.
5. Review your placement template at least annually to ensure the information is up to date.

Please complete this template to share information about your placement and submit it to the Manpower Movement to Work team at: mtw@manpowergroup.co.uk

Matt Harris manages access to the talent platform for Movement to Work. You can contact Matt at matt.harris@movementtowork.com with any questions about uploading your placements to the platform.

**1. PLACEMENT TEMPLATE**

Please complete this template and the forecast template below and submit them to the Manpower Movement to Work team at: mtw@manpowergroup.co.uk

|  |  |
| --- | --- |
| **Title of placement:** |  |
| **Employer** |  |
| **Duration:** | *XX Weeks* |
| **Sector(s):**  | Tick which **one** applies

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Accountancy | ☐ | Facilities Management | ☐ | Materials, Planning and Logistics | ☐ |
| Agriculture & Horticulture | ☐ | Fashion and Textiles | ☐ | Media and Publishing | ☐ |
| Animal Care | ☐ | Financial Services | ☐ | Pharmaceutical | ☐ |
| Automotive | ☐ | Firefighter | ☐ | Play work | ☐ |
| Arts | ☐ | Food Manufacturing | ☐ | Project management | ☐ |
| Business & Administration | ☐ | Hairdressing & Beauty | ☐ | Property Services | ☐ |
| Catering & Hospitality | ☐ | Health & Social Care | ☐ | Purchasing | ☐ |
| Childcare | ☐ | Horse Care | ☐ | Quality | ☐ |
| Cleaning & Environmental | ☐ | Human Resources | ☐ | Recruitment | ☐ |
| Construction | ☐ | Insurance | ☐ | Retail | ☐ |
| Contact Centre | ☐ | IT | ☐ | Sales | ☐ |
| Creative & Digital Media | ☐ | IT Software | ☐ | Security services | ☐ |
| Customer Service |  | IT Web & Telecoms |  | Social media & Digital Marketing |  |
| Dental | ☐ | IT Professional | ☐ | Teaching and Learning | ☐ |
| Education & Training | ☐ | Laboratory Technician | ☐ | Telecommunications | ☐ |
| Electrical installation | ☐ | Law | ☐ | Transport Logistics | ☐ |
| Employability | ☐ | Leisure | ☐ | Travel & Tourism | ☐ |
| Engineering | ☐ | Manufacturing & Maintenance | ☐ | Warehousing | ☐ |
| Engineering & Manufacturing | ☐ | Maritime & Marine Operation | ☐ | Welding and Fabrication | ☐ |
| Environmental Sciences | ☐ | Marketing | ☐ |   | ☐ |

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| **Employer Description:** |
| *Text description: Around 50 words.**Young people are keen to know about your organisation. Use this section to give them some information about your company. What are the main objectives of the business?* |
|  |
| **Short Description:** |
| *Text description: Around 25 words.* *A small snippet about the opportunity that you are offering. This will appear in the list of searches when a candidate is looking for on the search page. Make it snappy and encourage them to find out more.* |
|  |
| **Description of placement:** |
| *Text description: around 150 words**Keep in mind that the young people you are trying to attract might never have worked before and have limited understanding of standard job description terminology. Focusing on the “person” you are hoping to recruit in a language they will understand will be more effective than traditional descriptions of the “role”. You can also tell them about any practical support that you will offer during the placement.* |
|  |  |
| **What does a typical placement look like?** |
| *Text description: around 150 words**Young people often have difficulties visualising what a work experience placement will look like. Committing their time to a 2- to 6-week placement is a significant decision for them to make, and helping them understand what a placement will look and feel like will help that decision. We recommend that you include an outline of how a participant will spend their time, on a day-to-day basis, during the placement* |
|  |  |
| **What you should wear:** |  | **Skills you’ll come away with:** |
| * *Bullet point list*
* This practical information is very important for young people.
* They may not pursue opportunities if they feel they do not have appropriate clothes.
* Please be specific in the guidance.
* If you provide clothing (eg PPE) for particular activities, then please specify it here.
 |  | * *Bullet point list*
* Share the skills that a young person could gain from their placement.
* You may want to include these areas, which employers give as reasons why young people are unprepared for the world of work:
* Resilience,
* Time Management,
* Organisational,
* Communication, and
* Team Working skills
 |  |
|  |
| **What have previous participants of this programme said about their placement?** |
| *Include up to three supporting quotes from previous participants:* *Peer reviews are highly rated by young people. We recommend that you include some quotations from candidates who have completed work experience placements about what they enjoyed and what they learned. If you would like to link to a video testimonial please include the URL* |
|  |
| **Complete this placement and then…** |
| *Text description: around 100 words**Outcomes are the most persuasive factor in attracting young people to opportunities. If you can share a strong record of subsequent employment in your company, then this will be a powerful message. Alternatively, describing how successful candidates have developed the skills and experience to help them compete for employment will also be persuasive.* |
|  |
| **A few final things… [delete as appropriate]** |
| **Travel expenses reimbursed?** | / ×  |
| **Lunch expenses reimbursed?** | / ×  |
| **Mentor provided during placement?** | / × |
| **Reference given once placement completed?** | / × |

**2. PLACEMENT FORECAST**

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| --- | --- | --- | --- | --- | --- |
| **Title of Placement** | **Location** | **Placement numbersr** | **Advertising dates** | **Start date** | **Contact Email or web address** |
| **Town** | **Postcode** | **Start** | **End** |
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**(please add as many rows as you need)**

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| **Terms and Conditions** |
| **Please confirm that you agree to the terms and conditions for posting work placement opportunities on the Talent Platform (**[**here**](https://www.movementtowork.com/mtw/terms-conditions/)**).** | ☐ |

**Notes:**

**Location (Postcode):** We will use this field to match the placement with young people in the area where you work. Give the postcode for the premises that will host the placement. If you have not confirmed a specific location for the placement yet then we suggest you include your main location/ flagship premises in the town.

**Advertising dates**: Please give dates for when you would like your placement to be advertised from and when you would like us to close the advert. We can leave the placement open for a long stretch of time if you have a rolling programme

**Start date:** Give the first date that you could accept a placement from. You will be able to agree a different start date with a candidate if you need to. If your placement is a rolling programme then:

i. Use the 1st of the Month if the programme is for a specific month

ii. Put 31st December if they want it open for a year

If your dates change then you can update them by getting in touch with the Manpower Team (or by using broad bean)**.**

**Point of contact:** Please specify how you would like young people or youth outreach organisations to contact you to apply for the placement – this will be the link they are directed to after they click apply or the mailbox their application goes to. It should be specific to the vacancy vs a general application website.

We use the placement summary to publicise work experience opportunities on the Movement to Work Talent Platform. This information will be shared with young people, youth charities and JobCentres. It will help them to understand the nature of the opportunity and to decide whether to make an application.

The template has been designed by a group of unemployed young people. It captures all the information that young people want to know about a work experience placement.

This template is for work experience opportunities only. **You won’t be able to use it for apprenticeships or paid jobs**. If you want to advertise these via GetMyFirstJob then you can contact them directly to find out how.

We ask all employers to complete this template alongside their placement forecasts. If you run more than one type of placement, you can complete a separate template for each type of placement.

If you have any other questions, please contact the Manpower Movement to Work Team.

**3. APPENDIX: SAMPLE TEMPLATE**

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| **Title of placement:** | Diageo Work Placements |
| **Employer** | Diageo |
| **Duration:** | 6 weeks |
| **Sector(s):**  | Tick all that apply

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| --- | --- | --- | --- | --- | --- |
| Accountancy | ☐ | Facilities Management | ☐ | Materials, Planning and Logistics | ☐ |
| Agriculture & Horticulture | ☐ | Fashion and Textiles | ☐ | Media and Publishing | ☐ |
| Animal Care | ☐ | Financial Services | ☐ | Pharmaceutical | ☐ |
| Automotive | ☐ | Firefighter | ☐ | Play work | ☐ |
| Arts | ☐ | Food Manufacturing | ☐ | Project management | ☐ |
| Business & Administration | ☐ | Hairdressing & Beauty | ☐ | Property Services | ☐ |
| Catering & Hospitality | ☒ | Health & Social Care | ☐ | Purchasing | ☐ |
| Childcare | ☐ | Horse Care | ☐ | Quality | ☐ |
| Cleaning & Environmental | ☐ | Human Resources | ☐ | Recruitment | ☐ |
| Construction | ☐ | Insurance | ☐ | Retail | ☐ |
| Contact Centre | ☐ | IT | ☐ | Sales | ☐ |
| Creative & Digital Media | ☐ | IT Software | ☐ | Security services | ☐ |
| Customer Service |  | IT Web & Telecoms |  | Social media & Digital Marketing |  |
| Dental | ☐ | IT Professional | ☐ | Teaching and Learning | ☐ |
| Education & Training | ☐ | Laboratory Technician | ☐ | Telecommunications | ☐ |
| Electrical installation | ☐ | Law | ☐ | Transport Logistics | ☐ |
| Employability | ☐ | Leisure | ☐ | Travel & Tourism | ☐ |
| Engineering | ☐ | Manufacturing & Maintenance | ☐ | Warehousing | ☐ |
| Engineering & Manufacturing | ☐ | Maritime & Marine Operation | ☐ | Welding and Fabrication | ☐ |
| Environmental Sciences | ☐ | Marketing | ☐ |   | ☐ |

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| **Employer Description:** |
| Diageo is a global leader in beverage alcohol with an outstanding collection of brands across spirits and beer – a business built on the principles and foundations laid by the giants of the industry. |
|  |
| **Short Description:** |
| Learning for Life Hospitality and Bartender Programme- top class training followed by real life work experience, offering everything you need to being a new career in hospitality. |
|  |
| **Description of placement:** |
| Are you a ‘people person’ aged 18-30, have the desire to learn more about and work within the exciting field of Hospitality and which could also then become your national or international ticket to worldwide travel? If so, Diageo’s Learning for Life Hospitality and Bartender Programme is looking for you! We are the caretakers of amazing brands such as Guinness, Smirnoff, Captain Morgan’s, Baileys along with many, many more and we want to share our knowledge and expertise with you. Don’t have any previous experience? Don’t worry! We are just looking for the desire to learn and work in a customer focused environment, and we will bring the rest to you. |
|  |  |
| **What does a typical placement look like?** |
| Our Programmes last between 3 and 6 weeks, and consists of top class training followed by work experience, or “live training” as we like to call it. Our programme will deliver everything you need to begin a new career front- of- house in a bar, restaurant, hotel or other hospitality related area. By applying to become a Diageo Learning for Life Bartending and Hospitality participant, you will gain nationally recognised qualifications whilst also developing ‘soft’ and ‘practical’ work skills which you can later put to the test during your live training placement. On this journey you will be joined by 10-20 other people who may be in similar circumstances to yourself – the focus will be on team working to help ensure everyone graduates successfully. |
|  |  |
| **What you should wear:** |  | **Skills you’ll come away with:** |
| * Day to day we look for a ‘smart- casual’ dress style – this means we don’t expect you to wear a shirt and tie but don’t want to see tracksuits either;
* When on work experience we will help you to look the part, either by wearing the placement provider’s uniform, or by wearing our Diageo Learning for Life branded workwear.
 |  | * Certificate for Personal Licence Holders;
* BIIAB Level 2 Food Safety in Catering;
* World Host
* Diageo Bar and Beer Academies
* Diageo DrinkIQ
* Communication & Team Building
* Confidence & Assertiveness
* Timekeeping & Work Ethic
* Presentation Skills
* CV, Cover Letter & Application Form Skills
* Interview Techniques
* Cocktail masterclasses
* Spirit tasting
* Mock bar practice
* Table service
* Dealing with customer complaints
 |  |
|  |
| **What have previous participants of this programme said about their placement?** |
| *“At the beginning of the course I was fearful of the future, in fact, at the recruitment day I sat in the car and panicked at the thought of going in. At every step through the four weeks, the staff were supportive and affectionate and the course has aided my fluctuating mental health and has brightened my future.”**“I have learnt a lot about alcohol and how it is made and I have learned about beer and cellar quality, customer service, personal licence and gained a lot of knowledge and experience. I have also gained confidence to be able to go into work and for life in general.”**“This course has changed my life and my approach to working.”* |
|  |
| **Complete this placement and then…** |
| Secure long term employment within our sector;Get paid to travel;Develop onto Supervisory and Managerial roles within just months of graduation;Help future participants develop their skills from scratch as you once did;Say YES to a world of opportunity!68% of our Learning for Life graduates secure employment immediately following this course, with this number growing to over 78% by 12 months after graduation. Our Diageo Bar Academy, World Class Cocktail Competitions, annual Industry Scholarships and VIP Events means learning and development doesn’t have to stop the moment you graduate – 12 months of dedicated aftercare ensures we are with you every step of the way. |
|  |
| **A few final things… [delete as appropriate]** |
| **Travel expenses reimbursed?** |  |
| **Lunch expenses reimbursed?** | Some lunch experiences (visits) included |
| **Mentor provided during placement?** | (several mentorship opportunities throughout) |
| **Reference given once placement completed?** |  |